



NEW: 07/01/2019
 Submitted: 06/11/2019

JOB TITLE:	FACILITATOR ENROLLMENT BILINGUAL
DIVISION	ACADEMIC SERVICES
SALARY SCHEDULE/GRADE:	1A, GRADE 7
WORK YEAR:	220 DAYS
FLSA STATUS:	NON-EXEMPT
JOB CLASS CODE:	8241
BARGAINING UNIT:	CLAA

SCOPE OF RESPONSIBILITIES

Greets visitors including parents, local school personnel, and community persons. Assists callers by answering inquiries relative to Intake operations, and routing phone calls. Assists parents with student registration and assessment and student scheduling. Gathers information and documents relative to student registration. Maintains reports relative to registration.

PERFORMANCE RESPONSIBILITIES & EVALUATION CRITERIA

- Serves as first contact for ELL families in person or via telephone
- Interprets for ELL families in person or via telephone
- Assists families requesting additional language support
- Answers general Intake inquiries and routes incoming calls
- Maintains a neat and orderly waiting area
- Schedules appointments for student registration and assessment
- Gathers information and documentation relative to student registration
- Assists ELL families in completing registration forms
- Requests student records
- Maintains student registration reports
- Prepares and prints daily student appointment schedule
- Operates and maintains office copiers, computers and printers
- Prepares and distributes correspondence as directed by supervisor; creates and maintains student data as directed by supervisor
- Performs other duties as assigned by supervisor
- Completes all trainings and other compliance requirements as assigned and by the designated deadline

PHYSICAL DEMANDS

The work is performed while standing or walking. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, crawling, climbing, reaching, with the ability to lift, carry, push, or pull light weights.

MINIMUM QUALIFICATIONS

- Associate's degree or approved equivalent training (64 college semester hours) and experience
- One (1) year of successful experience
- Demonstrated proficiency in two (2) languages: English and another appropriate language
- Experience in working with children and parents with special needs, multi-cultural and multi-ethnic backgrounds
- Knowledge of, or receptive to, philosophy, policy, and methodology of the U.S. educational system

Effective communication skills

DESIRABLE QUALIFICATIONS

Bachelor's degree

Experience in teaching multi-age group
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Experience in a diverse workplace
